NOAA CIO Council
Meeting Minutes
May 31, 2005

Attendees

Carl Staton, Chair   Jerry McNamara
Greg Bass   William Ross
Paul Chan   Natalie Smith
Gary Falk
Zachary Goldstein
Hugh Johnson
Rob Swisher
Larry Tyminiski
Jeremy Warren

Handouts:

- General Records Schedule 27, Records of the Chief Information Officer
- Briefing Slides, NOAA Enterprise Messaging System

Decisions/Action Items: (Assigned to, Due Date, Action)

Discussions

- Mississippi hurricane conference. A report was given about the national media services remote satellite feed with internet tracking that recorded an estimated 90 million viewers over an 18 hour period.

- Reported IT Security incidents. Carl wanted to reinforce that everyone was speaking, on a regular basis, to their IT security officers (ITSO). (Line Office CIO's: *Due Date ASAP*: Communicate regularly with ITSO's).

- IT security incident at the Space Environmental Center (SEC). Jeremy Warren reported that they have now incorporated the existing checklist into their risk assessment process for all OAR offices.

- Government-wide exercise on emergency/disaster preparedness. "Pinnacle," will take place on June 30th, and NOAA is participating. During this exercise, some of NOAA's management will be relocated to offsite locations and that many other staff will be "unavailable" as part of the drill.

   o Hugh Johnson noted that he had participated in something similar to this, but had been given 2 months to prepare and wondered how NOAA would look if the drill is only 3 weeks off and there has been no coordination? Carl said that the

Department had said it would coordinate, but had now had decided to rely on the Continuity of Operations Plans (COOP) and scenarios already in place.

- <u>Natalie Smith gave an update on the Exhibit 300's</u>. Natalie said that the updated 300's were due, in the eCPIC system, June 1st. Natalie also reminded the Council about the Monday, June 6th deadline to have all briefing materials and resumes for contracting officers to her in preparation for the Commerce Information Technology Review Board (CITRB) reviews on June 10, 2005.

- <u>Carl said that he was going to hold his own private session</u> to review the CITRB presentations. He said that he "cannot defend them if he is not familiar with them."

- <u>DOC draft Security Policy</u>. Beck Vasvary mentioned that the Department's draft security policy will be taking comments for another week. Carl said this is our best chance for influence.

Agenda Items

1. General Records Schedule 27

Jerry McNamara updated the Council on the newly released general records schedule 27 (GRS 27), which provides disposal authorization for the records of the chief information officers and their program offices. Each attendee was given a copy of GRS 27.

2. NOAA Enterprise Messaging System

Gary Falk introduced Jeremy Warren to talk about some of the highlights of the newly updated NEMS policy guide. He expected a decision would be reached next week. Gary also said they were in the process of reviewing the NEMS website and that the enterprise messaging committee (EMC) had approved the updated guidelines for the record-keeping of email.